



STATE OF WASHINGTON

WASHINGTON TRAFFIC SAFETY COMMISSION (WTSC)
PO Box 40944, 1000 S. Cherry St., Olympia, WA 98504-0944
360.753.6197 • 360.586.6489 (fax)
<http://www.wtsc.wa.gov>
sysop@wtsc.wa.gov

REQUEST FOR PROPOSALS (RFP)

PROJECT TITLE **TRAFFIC SAFETY GRANTS** These grants are given to agencies, organizations and tribal governments within Washington state that provide programs, projects, services and strategies that are intended to reduce the number of deaths and serious injuries resulting from traffic crashes on Washington roads.

PROPOSAL DUE DATE **May 13, 2005**

TIME PERIOD FOR GRANT **October 1, 2005 - September 30, 2006**

APPLICANT ELIGIBILITY The following agencies/organizations are eligible to apply for these Traffic Safety Grants:

- Washington State agencies
- Federally recognized tribal governments
- Cities, counties and their sub-agencies
- Non-profit organizations with existing IRS 501©(3) status
- Schools, public (and private schools with non-profit status)

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[When completed, this serves as your grant application and, if successful, as your final project agreement.]

SECTION 1

General Information about WTSC Grants

1.1 Purpose These grants are given to agencies, organizations and tribal governments within Washington State that provide programs, projects, services and strategies that are intended to reduce the number of deaths and serious injuries resulting from traffic crashes on Washington roads.

1.2 Washington State Data In 2003, 600 people were killed in traffic crashes on Washington State roadways – the smallest number since 1961. The number of fatalities has fluctuated over the last five years (637 in 1999, 631 in 2000, 649 in 2001, and 658 in 2002). The traffic death rate per 100 million vehicle-miles traveled (VMT) was 1.09 in 2003, the lowest ever. This rate had changed slightly during the previous four years – from 1.21 in 1999, to 1.17 in 2000, to 1.21 in 2001, to 1.20 in 2002. Washington state's safety belt use rate in 2004 was 94.2 percent, down slightly from 2003's rate of 94.8 percent, but still comparable to the highest statewide safety belt use rates in the U.S. Primary safety belt enforcement authority remains in place.

A disparity in this generally successful reduction of crashes exists between urban and rural areas of the state. About 61 percent of traffic deaths occur on rural roadways in spite of lower population densities and traffic volumes in areas traversed by these roads. This rural-urban disparity is even wider when travel mileage differences are taken into account: the overall death rate on rural Washington roadways is 3.4 times the death rate on urban roadways. Death rates also vary widely by county, ranging from a low of 0.75 deaths per 100 million VMT in one county to a high of 4.01 in another county. Possible explanations for these differences include varying community attitudes and norms (e.g., regarding drinking-driving or use of safety belts), differences in law enforcement staffing, discrepancies in roadway engineering, varying proximity to EMS services, and dissimilarities in other demographic and environmental factors.

In spite of recent decreases in impaired driving in Washington State, the need for continued emphasis on this traffic safety goal is clear. Driver impairment persists as a major contributing factor in fatal traffic crashes. Since 1999 just under 40 percent of all traffic deaths have involved a drinking driver; that figure was down to 36.8 percent in 2003 (221 of 600), the lowest since such figures have been kept.

Occupant protection (the use of safety restraints and child passenger safety seats) also remains a key traffic safety area. While Washington's overall safety belt use rate holds steady at 94 percent, vehicle occupants killed in statewide crashes had a use rate of only 58 percent in 2003. Vehicle occupants in fatal crashes who were unhurt had a use rate of 93.4 percent. Significant disparities in safety restraint use persist between regions, counties, and populations across the state.

Young drivers, particularly young males, are still over-involved in fatal and serious-injury crashes in Washington compared with older drivers (up to the age of 91). Drivers between the ages of 16 and 25 are more likely to engage in risky driving behaviors. For example, 16-20 year-old drivers have the highest fatal crash involvement rate of all age groups except for drivers ages 91 and up (only 19 drivers 91-years-old and above were involved in 1993-2003 fatal crashes – versus 1,284 16-20 year olds), and 21-25 year-old drivers have the highest drinking-driver-related fatal crash rate among all age groups.

Motorcyclist deaths have increased noticeably in recent years, from an average of 38 per year between 1993 and 2000 to an average of 57 per year between 2001 and 2004. Deaths to riders ages 40 and over, in particular, have risen in recent years, as has the average engine size of motorcycles involved in fatal crashes. Part of the reason for the dramatic increase in motorcyclist deaths probably stems from the 60 percent increase in Washington motorcycle registrations between 1999 and 2004.

Two ethnic groups in Washington state—Native Americans and Hispanic Americans—have motor vehicle death rates two to four times the statewide average. These groups are also over-represented in impaired-driver crashes and fall well below the statewide averages in both safety belt and child safety restraint usage.

1.3 Goals The WTSC primary goal is to reduce deaths, serious injuries, and economic losses that result from traffic crashes. Additional goals that support this primary goal include the following:

- Increase seat belt use.
- Reduce deaths and injuries resulting from alcohol and drug impaired driving.
- Reduce deaths and injuries resulting from speeding.
- Reduce deaths and injuries resulting from aggressive driving.
- Reduce deaths and injuries of pedestrians.
- Reduce deaths and injuries of motorcyclists.
- Reduce deaths and injuries of bicyclists.
- Increase the use of child safety seats and booster seats.
- Increase helmet use by motorcyclists and bicyclists.
- Improve the safety of children in school zones and on or around school buses.
- Reduce emergency medical services response times to traffic injuries.
- Upgrade traffic records and data systems to improve traffic safety problem identification and evaluation of program effectiveness.

Grant proposals must be designed to help achieve the primary and supporting goals. Programs designed to reduce impaired driving or increase the use of safety belts and child safety seats will receive special consideration. Projects that target high-risk populations, high-risk behaviors, and high crash locations also will receive priority in funding decisions. (See subsection 1.2, Traffic Safety Data, for details.)

1.4 A Few Examples of Proven Strategies Research and evaluation studies have identified certain interventions that are “proven strategies” in improving traffic safety. The WTSC reviews published research in a continuing effort to identify interventions where the data provides documentation of program effectiveness. Most of the research has focused on impaired driving and occupant protection, and the tables below provide a summary of findings and the strength of the evidence in support of interventions in these program areas.

Interventions to Reduce Impaired Driving	Recommendation
Maintaining the minimum legal drinking age at 21 years	Strongly recommended
.02% BAC laws for young drivers (zero tolerance)	Recommended
Lower BAC laws for young or inexperienced drivers	Recommended
Administrative license revocation for DUI offenders	Data supports, but is inconclusive
Sobriety checkpoints	Strongly recommended
High-visibility (saturation) enforcement patrols combined with mass media campaigns	Recommended
Ignition interlock devices for drinking drivers	Strongly recommended
.08% BAC laws	Strongly recommended
Intervention training programs for alcohol servers	Recommended
Mass media campaigns	Strongly recommended
Alcohol screening and brief interventions in medical settings, e.g., emergency rooms	Recommended
DUI courts	Recommended
Support for prosecutors.	Recommended

Improving record systems to identify offenders with prior DUIs.	Recommended
Interventions to Increase the Use of Safety Belts	
Mandatory Safety Belt Use Laws (Versus No Laws)	Strongly recommended
Primary Seat Belt Enforcement Laws (Versus Secondary Enforcement Laws)	Strongly recommended
Enhanced high visibility enforcement programs combined with public info media programs	Strongly recommended
Increased Penalties for Seat Belt Infractions	Data supports, but is inconclusive
Incentive Programs	Data supports, but is inconclusive
Interventions to Increase the Use of Child Safety Seats	
Child Safety Seat Use Laws	Strongly Recommended
Community-Wide Information and Enhanced Enforcement Campaigns	Recommended
Distribution and Education Programs	Strongly Recommended
Incentive and Education Programs	Recommended
Education-Only Programs	Data supports, but is inconclusive
Community-Based Health Promotion Programs	Data supports, but is inconclusive
Interventions to Increase Rear Seat Use by Children	
Legislation	Data supports, but is inconclusive
Education Programs	Data supports, but is inconclusive

1.5 Minimum Qualifications Eligible agencies or organizations (see page one) must be able to perform the following:

- deliver services promptly;
- manage public funds efficiently and ethically;
- collaborate with other community, governmental and private organizations;
- develop data driven problem solving plans; and,
- adequately evaluate the success of a project.

1.6 Funding WTSC grants are funded on a “cost reimbursement” basis only. No payments in advance or in anticipation of goods or services will be made by WTSC. Typical project grants range in amount from \$800 to \$50,000, but WTSC has not established a formal upper limit.

Applicants requesting substantial funding should target multi-county or statewide issues. Matching funds are encouraged but not required for these projects. Other funding sources, such as local funds or other resources, should be noted in the overall project budget (see, Budget Summary, Section 5). Single item purchases in excess of \$10,000, the hiring of personnel, and out-of-state travel will require substantial justification.

1.7 Allowable project costs Examples of allowable project costs include:

- Implementation of strategies to address traffic safety problems;
- Public education campaigns;
- Equipment and materials; and
- Training and travel directly related to project goals.

1.8 Unallowable project costs All projects must follow appropriate state and federal funding regulations. Examples of unallowable project costs include the following:

- Office furniture and fixtures;
- Routine roadway construction or maintenance; and
- Funds that supplant existing budgets*.

*Federal regulations prohibit supplanting of funds. Examples of supplanting include:

- Replacing routine and/or existing State and local expenditures with the use of grant funds. This includes items that are budgeted but not yet acquired. Ask: "How was this activity funded (if at all) in the past?"
- Using grant funds for costs associated with normal, routine and accustomed activities and general expenses associated with the overall responsibility of State, local or tribal government.
- Funds to conduct activity required by RCW, WAC or other statute.

Further information is available in the Federal Office of Management and Budget Circular, A-87, Cost Principles for State, Local and Indian Tribal Governments. Link to:

<http://www.whitehouse.gov/OMB/circulars/a087/a087.html>

1.9 Police equipment As a matter of WTSC policy, funds for traffic related police equipment are provided through block grants or through other on-going WTSC grant sources. Please link to: <http://www.wtsc.wa.gov/grants.html>. Under special circumstances, WTSC will consider grants exceeding \$10,000.00 for police equipment for local law enforcement.

- Local law enforcement police equipment: Law enforcement agencies should apply for equipment grants of less than \$10,000.00 through the Washington Association of Sheriffs and Police Chiefs. Information about their traffic equipment grants is on the WASPC web site.
- Washington State Patrol police equipment: Traffic equipment purchases should be made through normal internal channels from the block grant given WSP by WTSC. No equipment grants will be given to WSP outside the block grant.

1.10 Mini-grants Mini-grant funding may be more appropriate than project funding if the requested amount is less than \$800. Mini-grants (under \$800) are available throughout the year by contacting the appropriate WTSC Program Manager. Mini-grants are intended for special or one-time projects. They may not be used as an "on-going" funding source. DO NOT request mini-grants through this grant process.

1.11 Period of performance Performance of any project agreement resulting from this grant proposal commences on October 1, 2005 and ends on September 30, 2006. Amendments extending the period of performance are not permitted. Any costs incurred on a project agreement prior to or after the period of performance cannot be reimbursed.

1.12 RFP Coordinator The RFP coordinator for this project is:

Mr. Dick Nuse
1000 South Cherry Street
PO Box 40944
Olympia, WA 98504-0944
Telephone: 360.664.8426
FAX: 360.586.6489
E-mail: dnuse@wtsc.wa.gov

1.13 Grant awarding schedule

Issue Request for Proposals:
Applicant Question Period:
Proposals Due:

March 30, 2005
March 30 – May 13, 2005
May 13, 2005, 5:00 PM, PST

Evaluate Proposals:	May 16 – July 22, 2005
Applicant Notification:	August 19, 2005
Agreement Negotiation/Finalization:	August 19 – September 16, 2005
File Contract with OFM (if required):	September 23, 2005
Project Start Date:	October 1, 2005
Project End Date:	September 30, 2006

Please note: NO PROPOSALS WILL BE ACCEPTED AFTER 5:00 PM on May 13, 2005.

1.14 Pre-proposal conference In lieu of a pre-proposal conference, questions may be addressed to the RFP coordinator. Questions may be asked by mail, telephone, FAX or email. WTSC will accept questions and/or comments until the close of business on Monday, May 9, 2005.

1.15 Submitting your grant proposal Please follow the directions listed below:

1. Submit ONLY ONE copy of your proposal.
2. Submit your proposal in only ONE format (mail, fax, email, or hand delivery).
3. SUBMISSION BY EMAIL IS PREFERRED. Please send to sysop@wtsc.wa.gov
4. REMEMBER: Your proposal must arrive at WTSC in Olympia, WA no later than 5:00 PM, PST, May 13, 2005. Late proposals will not be accepted.
5. The proposal should be directed to Dick Nuse, RFP coordinator, at WTSC, 1000 South Cherry, P.O. Box 40944, Olympia, Washington 98504-0944.
6. The envelope, fax, or email should be clearly directed to Dick Nuse, the RFP coordinator. Fax to 360.586.6489. Email to sysop@wtsc.wa.gov.
7. Applicants mailing proposals should allow normal mail delivery time to insure timely receipt of their proposal. Applicants assume the risk of non-delivery or late arrival associated with the method of delivery selected. WTSC assumes no responsibility for delays caused by external delivery systems.
8. WTSC will notify applicants by post-card of receipt of their proposals. These post-cards will be mailed within five days of receipt of the proposals. Applicants who do not receive this notice must contact WTSC at 360.753.6197 to confirm that their proposal has arrived at WTSC.

1.16 Non-profit status Organizations claiming non-profit or not-for-profit status must submit with their proposal a letter showing 501©(3) status has been granted by the IRS.

1.17 Advertising grant availability Notice of grant availability through this RFP was sent to a statewide list of existing and prospective constituents. In addition, information regarding this proposal is available on the WTSC web-site: www.wtsc.wa.gov

1.18 ADA / Alternative format This application will be made available in an alternative format. For information, please contact WTSC at 360.753.6197.

Section 2

Required Terms and Conditions

2.1 Proprietary information All proposals and accompanying documentation become the property of WTSC and will not be returned.

2.2 Public disclosure All proposals shall remain confidential until the project agreement, if any, is signed by the RFP Coordinator and the applicant. After both parties have signed, the proposals are public records as defined in RCW 42.17.250 et seq., "Public Records Act."

Any information in the proposal that the applicant claims as proprietary and exempt from disclosure under the Public Records Act must be clearly designated. The specific exemption must be identified and each paragraph must be clearly identified by the word "Confidential" printed below the paragraph. The entire proposal cannot be marked as exempt from disclosure.

2.3 Changes in the RFP In the event it becomes necessary to change or to revise any part of this RFP, those changes or revisions will be posted on the WTSC web site and notice given to RFP recipients. No changes or revisions will be made after both parties have signed a project agreement.

2.4 Alterations or changes in the proposal Proposals may be altered or amended prior to or after signing by mutual agreement of the parties. The alterations or amendments are not binding unless they are in writing and signed by persons authorized to bind each of the parties. The signature of the project coordinator is necessary to bind WTSC. Proposal alterations or amendments that extend the period of performance are not permitted.

2.5 Minority & Women-owned business participation If appropriate, WTSC expects that its grantees will utilize minority-owned and women-owned business enterprises certified by the Office of Minority and Women's Business Enterprises under the state of Washington certification program. All grantees are therefore subject to the applicable requirements of the legislative findings and policies set forth in chapter 39.19 RCW.

2.6 Nondiscrimination All federal and state nondiscrimination laws, regulations, and policies must be followed during the performance of the project agreement.

2.7 Disputes If a dispute arises during the period of performance of the project agreement, and it cannot be resolved by direct negotiation, the dispute will be determined by a dispute board in the following manner: each party will appoint one member and the members appointed shall jointly appoint a third member. The dispute board will evaluate the facts and applicable laws and shall make a determination. The determination of the dispute board shall be final and binding.

As an alternative to this process, either party may request intervention by the Governor, as provided by RCW 43.17.330, in which case the Governor's process will control.

In the event of litigation or other action brought to enforce the terms of the project agreement, each party shall bear its own attorneys' fees and costs.

2.8 Notice of debarment Those submitting grant proposals must notify WTSC if they are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency. Failure to notify WTSC of debarment, ineligibility or exclusion will result in immediate cancellation of the project agreement and any grant monies received must be returned to WTSC.

2.9 Right of inspection Grantees shall provide right of access to its facilities to WTSC or to any other authorized agent or official of the state of Washington or the federal government at all reasonable times in order to monitor and evaluate performance.

2.10 Responsiveness All proposals will be reviewed by the RFP Coordinator or designee to determine compliance with administrative requirements. Failure to comply with the instructions in the RFP could result in rejection of the proposal. WTSC reserves the right, however, to waive minor administrative irregularities.

2.11 Most favorable terms Proposals should be submitted in their most favorable terms. There is no best and final offer procedure in this RFP. Therefore each applicant should expect that, if successful, the final project agreement will be substantially the same as the project application.

2.12 Proposal costs WTSC is not liable for any costs incurred in preparing a proposal submitted in response to this RFP. Further, costs associated with proposal preparation may not be considered as “matching funds” for the purposes of a project proposal.

2.13 Insurance coverage (applicable to non-governmental entities only) The State of Washington requires specific insurance coverage(s) for non-profit organizations contracting with the state. Please request a copy of those requirements, if applicable.

Section 3 Required Proposal Contents

3.1 Proposal contents The Grant Request Form/Project Agreement consists of six pages. The first three pages must be filled out by the grant applicant. The last three pages must be read through completely. Please remember that all grant proposals must have a traffic safety goal. (See subsection 1.3 for a list of WTSC goals.) The completed six pages of the Grant Request Form/Project Agreement are your grant application. Send the completed application by mail, fax, email or hand delivery to WTSC.

3.2 Instructions for Section One, page one, of Grant Request Form/Project Agreement

- Identify the title of your project on the top line.
- Check the goal that best describes your project.
- Provide the information about your agency/organization.
- Do not sign the signature line. An original signature will be obtained if your project is approved for funding.

3.3 Instructions for Section Two, page two, “Description of Activity” You should include a detailed narrative of the five elements listed at the top of the page. If you need help with the narrative, please telephone 360.753.6197 and request assistance. The total narrative should not exceed three one-sided pages using a 12-point font or larger. Hand-written proposals will not be accepted.

- Problem identification: Use available local, state or national data in a detailed problem statement. Data must be quantifiable and verifiable. Use applicable demographic information.
- Agency Qualifications: Provide agency and staff qualifications, such as funds managed, relevant project experience, etc.
- Project goal(s): Clearly state what you hope to accomplish in this project in measurable terms. For example, “increase enforcement of DUI laws as measured by...” or “reduce the incidence of incorrect use of child safety seats as measured by...”.

- Project activities and tasks: Explain in detail the activities and tasks of the project. This should show a logical sequence of events that will take place to accomplish your goal(s) and include demonstrated prevention/intervention strategies. See subsection 1.4, A Few Examples of Proven Strategies, for details.
- Project evaluation: Detail how you will evaluate and measure the effectiveness of your project toward achieving its goals. Evaluation should be expressed in terms of what you intend to measure (numbers, attitudes, knowledge, etc.), what you plan to accomplish or have accomplished, or a measure of what will change. A well thought-out project evaluation process is critical. WTSC assumes that an inability to measure your project means an inability to manage it.

3.4 Instructions for Section Three, page three, “Budget Summary” Provide a detailed explanation of what funding you require from WTSC; specifically, how you intend to spend your grant. The use of matching funds to explain what you intend to contribute to the project is encouraged but not required. Local or applicant resources used and in-kind contributions such as personnel costs, supervision, in-direct costs, etc. should be itemized in the Matching/Contributing Cost column and added in the total project cost. DO NOT complete the box at the bottom of the page marked WTSC Use Only.

3.5 Certifications and Assurances, pages four and five Please review these pages regarding requirements for receipt of federal funds. If your project is approved for funding, these terms will apply.

3.6 Reporting requirements, page six Please review this page. If your project is approved for funding, these reporting requirements apply.

Section 4

WTSC Proposal Evaluation and Grant Award Process

4.1 WTSC proposal evaluation Upon receipt, the RFP Coordinator and WTSC staff will review and evaluate the proposals. Proposals will be evaluated based on the following criteria:

- Demonstrated data driven problem identification
- Project goals, approach and methodology including WTSC goals and priorities, demonstrated prevention/intervention strategies, innovation, work plan and schedule
- Measurable evaluation component
- Staff qualifications and experience
- Budget details

4.2 Technical Advisory Committee Review: Projects recommended for funding are then reviewed and evaluated by the WTSC Technical Advisory Committee (TAC), which is composed of representatives of the agencies and organizations that are members of the Traffic Safety Commission. If the TAC recommends changes to any proposal, those changes may be negotiated. The final list of recommended projects will be presented to the Traffic Safety Commission for approval at its quarterly meeting in July 2004.

4.3 Oral presentations Oral presentations may be used in selecting proposals. If necessary, WTSC may select the top scoring finalists from the written evaluations for an oral presentation prior to final determination of project grant award. Top-scoring applicants will be contacted to

schedule a date, time and location for the presentation. Any commitments made by the applicant at an oral interview will be considered binding.

4.4 Grant award notification All applicants will be notified in writing of their award status on August 19,2005.

4.5 Debriefing conference for unsuccessful applicants Upon request, a debriefing conference may be scheduled for an unsuccessful applicant. The request for a debriefing conference must be received by the RFP Coordinator within three business days after the applicant receives notice that the proposal was not awarded a grant. WTSC will schedule the debriefing conference within three business days of the request. WTSC may conduct debriefing conferences in person or over the telephone. Discussion will be limited to a critique of the proposal. Comparisons between other proposals or evaluations of other proposals are not permitted.

THE FOLLOWING SIX PAGES WILL SERVE AS BOTH YOUR GRANT APPLICATION AND PROJECT AGREEMENT. Please be sure to fill out all six pages as directed on page 8.

Grant Request Form / Project Agreement

Washington Traffic Safety Commission
1000 South Cherry Street
PO Box 40944
Olympia, Washington 98504-0944
360.753.6197 • 360.586.6489 (fax)
www.wtsc.wa.gov
sysop@wtsc.wa.gov

Section 1 Authorization

Project title: _____

Check the goal that best describes your proposal:

- ☐ Increase seat belt use
- ☐ Reduce deaths and injuries resulting from alcohol and drug impaired driving
- ☐ Reduce deaths and injuries resulting from speeding
- ☐ Reduce deaths and injuries resulting from aggressive driving
- ☐ Reduce deaths and injuries of pedestrians
- ☐ Reduce deaths and injuries of motorcyclists
- ☐ Reduce deaths and injuries of bicyclists
- ☐ Increase the use of child safety seats and booster seats
- ☐ Increase helmet use by motorcyclists and bicyclists
- ☐ Improve the safety of children in school zones and on or around school buses
- ☐ Reduce emergency medical services response time to traffic injuries
- ☐ Upgrade traffic records and data systems
- ☐ Other _____

Applicant agency/organization: _____

Applicant project director: _____
(name) (title)

Address email telephone

Applicant agency/organization authorizing official (person with contracting authority):

(name) (title)

(address, if different than above) email telephone

(signature) (date)

WTSC Use Only:

WTSC Program Manager _____

Planned Project Duration: From: October 1, 2005 To: September 30, 2006

Approved by Name: Lowell Porter Federal (HSP) Project Number: _____
Title: Director Federal Funds (obligated) \$ _____
Signature: _____ CFDA Number _____
Date: _____

Section 2

Description of Activity

In this section, the following five elements should be defined in narrative form: (1) Problem Identification, (2) Agency Qualifications, (3) Project Goal(s), (4) Project Activities and Tasks, and (5) Project Evaluation. (See Required Proposal Contents, page 8, for details.)

Please clearly label each element using the titles listed above. Narratives may not exceed three single-sided pages using nothing smaller than a 12-point font. Hand-written proposals will not be accepted.

Project Agreement**Section 3
Budget Summary****Budget:**

	WTSC Share	Applicant Matching Share (if applicable)
1. Salaries and Wages:	\$	\$
2. Employee Benefits	\$	\$
3. Travel and Subsistence:	\$	\$
4. Contractual Services:	\$	\$
5. Equipment:	\$	\$
6. Goods and Services:	\$	\$
7. Total lines 1-6 (Amount Requested from WTSC)	\$ _____	
8. Total lines 1-6 (Amount provided by applicant)		\$ _____

Total Project Cost (Add lines 7 & 8):**\$ _____****WTSC Use Only**

Cost Sharing (Washington Traffic Safety Commission use only)			Matching Share: WSP Field Salaries FY _____
Share	Amount	Percent	Applies To: State: _____ Local: _____
Federal:	\$ _____	_____	
State:	\$ _____	_____	
Political Subdivision:	\$ _____	_____	
Total Estimated Cost:	\$ _____	_____	

Certifications and Assurances

It is hereby understood that this application and attachments hereto, when approved and signed by all concerned parties, as indicated shall constitute an agreement by and between the applicant organization to perform in accordance with the terms of this application and attachments, taken as a whole. This agreement is based on guidelines found in the Common Rule, OMB Circular A-102, in order to standardize and simplify federal grants. The signature below of an authorized representative of the applicant agency certifies and ensures that all the following conditions will be met.

- 1) Reports – The Contractor shall submit quarterly reports, a final report at end of project, and submit special reports as outlined in the Project Agreement. Please read Reporting Requirements, following this section.
- 2) Copyrights, Publications, and Patents – Where activities supported by this project produce original copyright material, the Contractor may copyright such, but the WTSC reserves nonexclusive and irrevocable license to reproduce, publish, and use such materials and to authorize others to do so. The Contractor may publish, at its own expense, the results of project activities without prior review by the WTSC provided that any publications (written, visual, or sound) contain acknowledgment of the National Highway Traffic Safety Administration (NHTSA) and the WTSC support. Any discovery or invention derived from work performed under this project shall be referred to the WTSC, who will determine through NHTSA whether or not patent protections will be sought, how any rights will be administered, and other action required to protect the public interest.
- 3) Termination – This project agreement may be terminated or fund payments discontinued or reduced by WTSC at any time upon written notice to the Contractor due to non-availability of funds, failure of the Contractor to accomplish any of the terms herein, or from any change in the scope or timing of the project.
- 4) Fiscal Records – Complete and detailed accounting records will be maintained by the Contractor of all costs incurred on this project, including documentation of all purchases of supplies, equipment, and services; travel expenses; payrolls; and time records of any person employed part-time on this project. Federal, state, or WTSC auditors shall have access to any records of the Contractor. These records shall be retained for three years after the final audit is completed or longer, if necessary, until all questions are resolved.
- 5) Funding – The Contractor will utilize funds provided to supplement and not to supplant state and local funds otherwise available for these purposes. Funds are to be expended only for purposes and activities approved in the project agreement. Reimbursement will be made periodically by WTSC based on approved requests for reimbursement. If matching funds are required, the Contractor will expend them from nonfederal sources, which must be spent not later than 30 days following the completion of the project.
- 6) Cost Principles and Grant Management – The allowability of costs incurred and the management of this project shall be determined in accordance with the Office of Management and Budget (OMB) Circular A-87 and 49CFR, Part 18 for state and local agencies, OMB Circulars A-21 and A-110 for educational institutions, and OMB Circular A-122 for nonprofit entities.
- 7) Obligation Funds – Federal funds may not be obligated prior to the effective date or subsequent to the termination date of the project period. Requests for reimbursement outstanding at the termination date of the project must be made within 30 days or those funds may not be paid.
- 8) Changes – The Contractor must obtain prior written approval from the WTSC for major project changes, including: changes of substance in project objectives, evaluation, activities, the project manager, key personnel, or project budget. The period of performance of the project, however, cannot be changed.
- 9) Income – Income earned by the Contractor with respect to the conduct of the project (sale of publications, registration fees, service charges, etc.) must be accounted for and income applied to project purposes or used to reduce project costs.
- 10) Purchases – Purchase of equipment or services must comply with state or local regulations. After the end of the project period, equipment should continue to be utilized for traffic safety purposes and cannot be disposed of without written approval of the WTSC. The Contractor shall make and maintain an inventory of equipment to include descriptions, serial numbers, locations, costs or other identifying information, and submit a copy to the WTSC.
- 11) Third Party Participants – No contracts or agreements may be entered into by the Contractor related to this project, which are not incorporated into the project agreement and approved in advance by the WTSC. The

Contractor will retain ultimate control and responsibility for the project. WTSC shall be provided with a copy of all contracts and agreements entered into by Contractors. Any contract or agreement must allow for the greatest competition practicable and evidence of such competition or justification for a negotiated contract or agreement shall be provided to the WTSC.

- 12) Participation by Disadvantaged Business Enterprises – The contractor agrees to take all necessary and reasonable steps in accordance with Title 49, CFR, Subtitle A, Part 26 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any subcontracts financed in whole or in part with federal funds.
- 13) Americans with Disabilities Act – In the performance of this agreement, the Contractor shall comply with the provisions of Title VI of Civil Rights Act of 1964 42 USC 200d, Section 504 of the Rehabilitation Act of 1973 29 USC 794 Chapter 49.60 RCW, and Title I of the Americans with Disabilities Act 42 USC 1211-12117. The Contractor shall not discriminate on the grounds of race, color, national origin, sex, religion, marital status, age, creed, Vietnam-Era and Disabled Veterans status, or the presence of any sensory, mental, or physical handicap in any terms and conditions of employment to include taking affirmative action necessary to accomplish the objectives of this Act and denying an individual the opportunity to participate in any program provided by this agreement through the provisions of services, or otherwise afforded others.
- 14) Political Activities – No funds, materials, equipment, or services provided in this project agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or to pay any person to influence or attempt to influence an officer or employee of congress, or an employee of a member of congress, an officer or employee of congress in connection with the awarding of any federal loan or the entering in of any cooperative agreements.
- 15) Single Audit – State and local governments that receive federal assistance are subject to the audit requirements of the Office of Management and Budget (OMB) Circular A-128. An institution of higher education or a nonprofit entity must comply with audit requirements in OMB Circular A-133.
- 16) Seat Belt Policy – No funds, materials, property, or services will be provided to any political subdivision that does not have a current and actively enforced policy requiring the use of seat belts.
- 17) Drug Free Workplace – In accordance with the Anti-Drug Act of 1988 (41 USC 702-707) and Drug-Free Workplace (42 USC 12644), WTSC has the responsibility to ensure that unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by any employees, grantees, and/or sub-grantee of the Contractor and/or any such activity is prohibited in the Contractor's workplace.
- 18) Debarment and Suspension - The applicant certifies, by signature below, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Applicant Authorized Signature _____ Date _____

Washington State Traffic Safety Commission
Project Agreement

Reporting Requirements

Reporting Frequency : The Washington Traffic Safety Commission requires three types of reports in conjunction with traffic safety projects:

1. Quarterly reports during the life of a project;
2. A final report at the conclusion of a project. This is to include training and consultant reports, if applicable; and
3. Special reports as required.

Project reports provide WTSC with information that can be used to strengthen the state's overall traffic safety program. These reports should keep the Commission informed of a project's progress, explain any difficulties encountered, provide a background of information that can be passed on to others, suggest ways in which the Commission can assist with the project and aid in distribution of state funds.

Quarterly Reports: Obviously, these are to be submitted quarterly and are due in the Traffic Safety Commission's office within fifteen (15) calendar days after the end of the reporting calendar quarter as follows:

First Quarter:	1 October – 30 December	Report due January 15
Second Quarter:	1 January – 30 March	Report due April 15
Third Quarter:	1 April – 30 June	Report due July 15
Fourth Quarter:	1 July – 30 September	Report due October 15

If no action has been taken, please so indicate. Any original or innovative ideas or methods employed in your project should be incorporated into your reports.

Final Report: Final reports are to be detailed and must describe whether the project objectives were accomplished, if technical and fiscal problems were encountered, and what improvements in traffic safety have resulted or probably will result. Included in final reports will be copies of publications, training reports and any statistical data generated in project execution. These final reports should discuss the following:

1. Accomplishments compared to the original project objectives;
2. Were all activities of the project completed as scheduled? Include dates and milestones when studies were completed; equipment acquired, installed and operated;
3. Any unanticipated proceedings that affected the project;
4. Funding and costs for completion of the project in relationship to original estimates; and
5. Third party performance if applicable. A copy of any consultant reports should be included with the final report.

Special Reporting: Special reporting procedures may be required. If so, reporting frequency will be detailed in the project agreement.

Applicant Authorized Signature_____Date_____

Washington State Traffic Safety Commission
Project Agreement

Invoicing Requirements

Invoices should be submitted to the Traffic Safety Commission on a monthly basis.

Due to state fiscal year closing on June 30 of each year, all invoices, whether state or federal funds, for goods received or services performed on or prior to June 30 **need to be received by WTSC no later than August 15**. The Federal fiscal year and project agreements end on September 30 of each year. Invoices for goods received or services performed on or before September 30, for federal funded projects, **need to be received by WTSC no later than November 15**.

Invoices received after the above cutoff dates are subject to non-payment.

If applicable, please make sure your accounting office is aware of the above cutoff dates.

I have read and understand the above invoicing requirements.

Applicant Signature _____ Date _____